Guidelines for Submitting a Supplemental Environmental Project

A Supplemental Environmental Project (SEP) is an environmentally beneficial project intended to improve public health, reduce pollution, increase environmental compliance, and bring public awareness to neighborhoods most burdened by air pollution. Funding for SEPs comes from air quality fines. Violators of air quality rules typically must pay a fine and can apply part of it to a selected SEP.

Who is eligible to apply?
Any authorized representative of a community-based organization, nonprofit organization, public agency, academic institution, or tribal organization may submit a SEP proposal.

Note: The applicant must be authorized to submit SEP proposals for the organization.

What type of projects can receive funding?
Projects must help the Air District achieve its air quality goals and help address air quality pollution impacts on local communities. Projects must be completed within an Air District Priority Community.

Projects may fall into one or more of the following categories:

Pollution Prevention or Reduction: Prevent or reduce air pollution or greenhouse gas emissions.

Air Related Education or Compliance Training: Assist educators, schools, and community groups to conduct training and public awareness campaigns to the business community or public.

Community Air Monitoring: Provide tools to be used by trained members of the public for data collection and enhancement of existing air quality monitoring stations.

Environmental Restoration and Protection: Improve or restore the quality of the environment. The project must be linked to air quality or climate change.

Other: Projects considered on a case-by-case basis if there is a demonstrated substantial health or environmental benefit and are consistent with the Air District SEP Policy.

For examples of potential project ideas, go to:
Supplemental Environmental Project (SEP) Lists & Report |California Air Resources Board

Want to Learn More? Go to http://bit.ly/SacAirSEP

For more assistance, email compliance@airquality.org or call 1-800-880-9025.

777 12th Street, Ste. 300 • Sacramento, CA 95814
Tel: 279-207-1122 • Toll Free: 800-880-9025
AirQuality.org

What information do I need to gather for my application?
Be prepared to provide the following information:

- ✓ **Tell us about your organization.**
  Include who you are, what you do, and who will be the point of contact.
- ✓ **Tell us about your project.**
  Provide a project summary. Include why the project is important and how it will be done.
- ✓ **How does your project benefit air quality?**
  Be sure to include the air quality issue(s) that will be addressed and any expected air quality benefit(s) or reduces community exposure to air pollution.
- ✓ **What is your project budget?**
  Provide an accurate estimation of all costs associated with the project expected by the applicant and any project partners.
- ✓ **Is your project located within a District Priority Community?**
  Provide the project's location, including street name and number or other locators such as latitude and longitude. You can find out if your project is in a District Priority Community using these maps:
  - ▪ AB 617 South Sac / Florin Air Monitoring Final Community Map
  - ▪ High to medium sensitivity areas identified on SMUD's Sustainable Communities Resource Priorities Map.
- ✓ **Let us know when you are planning for your project to happen.**
  Provide your project timeline (expected project start date and projected completion dates).

How do I Apply?
Go to http://bit.ly/SacAirSEP to see if we are currently accepting applications and complete the online form.

I submitted my application. What happens next?
The District will review your project within 30 days after the solicitation closes. Projects approved through this solicitation will be maintained on an eligibility list for up to one year. There are three potential outcomes:

1. **Your project meets the qualifying criteria and is approved:** We will notify you by email that your project is eligible and place it on our SEP Eligibility List.
2. **Your project tentatively meets the qualifying criteria**: We need more information before we can fully approve your project and will reach out for additional information before listing.
3. **Your proposal does not meet qualifying criteria**: We will notify you by email why the project was not eligible for listing.

What if my project is selected for funding?
The District will contact you. If your project is selected for funding and you agree to move forward with the project, your project will be included in an agreement between the Violator and the District. Completing your project is now one of the conditions to resolve the violation.

You will need to provide updates to the Violator on the progress of your project. The Violator will be responsible for reporting project status updates to the District until the project is completed. When the project has been completed, the Violator will be submitting a final project report to close out their violation.

For more assistance, email compliance@airquality.org or call 1-800-880-9025.